

Draft Minutes are subject to approval at the next council meeting

Minutes of an Extraordinary Meeting of Dishforth Parish Council held on Friday 12th July 2024 at 7.08pm in the Village Hall, Dishforth

Commenced: 7.08pm – Concluded 10.22pm

Councillors Present: Anne Sturzaker [Chair], Andy Clark, Alison Dods, Sue Reid, and Simon Watson

Officer: Safia Kauser [Locum Proper Officer/Clerk/RFO + minute taker]

Other Attendees: Five members of the public

E472 CHAIRMANS OPENING REMARKS

The Chair welcomed everyone present to the meeting and welcomed Safia Kauser to the meeting as the Locum Clerk.

E473 APOLOGIES

None received. All Parish Councillors were present.

E474 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Members were invited to declare any disclosable pecuniary or other interests in respect of the business of the agenda.

Councillor Alison Dods declared an interest the following matters:

- Agenda item 20a (minute E491) grass cutting invoice.
- Agenda item 10e (minute E481) mole activity.
- Agenda item 21 (minute E492) Email from member of the public

Dispensation Request

A dispensation request was submitted by Councillor Alison Dods to take part in the discussion only in relation to agenda item 21, email from the member of the public. The Locum Proper Officer had considered the dispensation application in accordance with section 33(2) of the Localism Act 2011. The dispensation was granted for this evenings meeting only in accordance with point b of the Localism Act 2011 s33(2) as the member had a good knowledge of the matter to be considered and their involvement would be of benefit and granting the dispensation was in the interests of persons living in the council's area. The Chair read out the reasons for granting the dispensation which was noted by members.

E475 PUBLIC PARTICIPATION

A public participation session was convened, and members of the public addressed the council.

- MOP 1 – Represented the Dishfest committee requesting the council to close the playground and the field on the day of the event which was Saturday 31st May 2025.
- MOP 2 – Addressed members on agenda item 11 relating to the children's play area raising concerns regarding the use of the playing field for war games whilst children were playing in the play area. It was stated that the children should not have been playing there whilst the other group event was taking place and that in any case the group should have alerted the children to ensure that they didn't go in the play area. It was brought to the attention of the group at the time who were unaware and had immediately called for a halt to the game. A member of the Council volunteered to speak to the Club and members briefly discussed potential signage in the area and to add this as an agenda item for the next meeting. A second issue was raised relating to the model airplanes flying too low close to the play area when they should be flying above the airfield. A request was made to the council to speak to the Flying Club and request that they respect the area and should not fly anywhere other than the Airfield. In response to this, the Chairman stated that it was likely that the Flying Club were breaching the civil aviation rules.

- MOP 3 – Addressed members on the grass cutting within the village (letter to be considered under the Clerks correspondence report). It was questioned what Environment and Biodiversity measures had been considered by the council in accordance with the adopted Biodiversity Policy. The MOP requested that the council had come consideration for nature. In response to this query, Cllr Alison Dodds informed the MOP that the track and the public footpath was cut by herself as a farmer and not by the Parish Council or fell under the Parish Councils responsibility. Ingham Lane was not the responsibility of the Parish Council. The Chair informed the MOP that Cllr Reid had attended training on Biodiversity and a report had been received but to date, no actions had been taken or implemented by the council and that this would be on a future agenda to discuss a biodiversity action plan if necessary.
**At the discretion of the Chairman, the public participation session exceeded 15 minutes.
The MOP left the meeting after making the representations.

E476 REPORT FROM UNITARY AUTHORITY COUNCILLOR

Apologies were received and noted from Councillor Nicholas Brown. A copy of the recent Forum meeting minutes had been circulated to members.

E477 MINUTES

- a) To approve the draft minutes of the Ordinary Parish Council meeting held on the 11th June 2024 as a true record and to be signed by the Chairman (previously circulated).

The draft minutes presented at the meeting had been amended by the Chairman who had circulated a copy of the tracked changes which had not been received by members. A member disagreed with the amended draft as presented and issues were raised regarding the minutes.

RESOLVED:

- 1) That the original copy of the draft minutes as presented by the Outgoing Clerk be considered for approval at the next council meeting.**

Action: Locum Clerk to circulate the original draft minutes and replace these with the copy published on the website.

- b) To note the comments raised by the Chairman in relation to the minutes of the meeting held on the 11th June 2024 - This item was not considered at the meeting.

E478 EXCLUSION OF THE PRESS AND PUBLIC

Members considered which items required the exclusion of the Press and Public.

RESOLVED:

- 1) That minute items E493 and E494 (agenda items 22 and 23) be considered under the Exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 190 due to matters appertaining to confidential information.**

E479 DISHFORTH CEMETERY MAINTENANCE AND ADMINISTRATION

The council considered matters relating to the cemetery maintenance and administration.

- a) Visual inspections - Members considered who would be responsible for undertaking this.

RESOLVED:

- 1) That Councillor Alison Dodds be nominated to undertake the visual inspections at the cemetery. Cllr Reid to confirm the frequency.**

- b) Annual Risk Assessment - Cllr Reid reported that no paperwork was in place. It was commented that the outgoing Clerk did have some paperwork.

RESOLVED:

- 2) That the Locum Clerk and Cllr Reid prepare a risk assessment for the Cemetery. Locum Clerk to review the cemetery paperwork handed over by the outgoing Clerk and to share this with Cllr Reid.**

- c) Headstones topple testing - The Chair reported that at the council meeting held on the 28th May it was agreed that quotes would be obtained. Members discussed if this was required every three or five years.

RESOLVED:

- 3) That Cllr Reid obtains the relevant details for topple testing and that quotes be obtained for consideration at the next meeting.**

- d) Access to the noticeboard and signage

RESOLVED:

- 4) That Councillor Dodds attempts to obtain access to the cemetery noticeboard by contacting the company (sticker at the back of the board) or alternatively using other methods to obtain access.**

E480

VILLAGE MATTERS

- a) Quantity and locations of the general/dog waste bins in the village and consider the need for further units/re-locating of some units (Cllr Reid)

Cllr Reid reported that no updated maps were available for the meeting. It was reported that all the bins are used very well and 90% of the bins were used for dog waste. The moving and relocation of two bins was not logical and this had caused an increase in dog fouling.

RESOLVED:

- 1) That North Yorkshire Council be contacted to update them on the dog fouling issues and to request two additional bins (Chairman to draft content for the Clerk with the location details).**

- b) Highways Project - creating boxes to support the hedgehog highway and approval of costs (correspondence enclosed).

Cllr Watson reported that the project details had been considered by the school who had agreed to consider the project in the new School term. Members considered the compliance of the project and how this would meet their actions with Biodiversity.

RESOLVED:

- 1) That the Clerk places an order for the purchase of x1 hedgehog box at a cost of £150.00 (includes 50 hedgehog highway surrounds & 50 information leaflets; display box & window sticker showing you are a part of the project).**

E481

PLAYING FIELDS AND SPORTS PAVILION HIRE AND MAINTENANCE MATTERS

- a) Members considered the request from the Dishfest committee for the approval of the hire of the playing fields on Saturday 31 May 2025 along with the closure of the Playing Fields and Playground to the general public on the day.

RESOLVED:

- 1) That the request from the Dishfest committee for the hire of the playing fields on Saturday 31st May 2025 be approved.**

- b) Members considered the request from Dalton Athletic Football Club for the hire of the playing field/football pitch and changing room facilities for the 24/25 season.

Members considered agenda items 10b, 10c and 10d and confirmed that there was no hire policy in place. Members agreed that the hire policy should indemnify the Parish Council. A discussion was held regarding the liability for private hire. It was confirmed that when the lease is with the Bowls Club, the Parish Council would be responsible for the hire requests and arrangements.

The request from the Football club was for the use of the changing rooms and a room for the referee (showers not required). The club had offered to undertake their own cleaning. Members confirmed that in any case the showers could not be made available due to the boiler bring disconnected and that the pitch would require marking out which the club had offered to undertake. Matches would commence in August and the hire was required for one season. Following a discussion members agreed that the costs of the maintenance and upkeep may not be viable having considered that the FA standards would have to be complied with.

RESOLVED:

- 2) That the request from the Dalton Athletic Football Club for the hire of the playing fields for the football season be declined due to the potential cost factor of maintenance/improvements as the facilities as present are not fit for purpose.**
- c) To receive any updates relating to the hire arrangement from the monthly user of the Playing Field who hires the area for Gym Training and to agree any further actions if necessary.

It was confirmed that the Personal Trainer had no formal agreements in place with the Parish Council. This arrangement had been inherited since December. It was noted that the Pavilion was being used to store equipment. The hire use was around 15-20 hours per week which included some regular and ad-hoc hours. Members discussed the hire fees and if these should be charged on a per session basis (am or pm).

RESOLVED:

- 3) That the hirer be notified that the arrangements shall be formalised by the Parish Council and that the hire fees from July and August are subject to a review. Clerk to write to the hirer and to request a copy of the hire schedule and future bookings.**
- 4) Councillors to consider fee structure for future bookings.**
- 5) Chairman to review and prepare a hire policy and booking form for consideration at the next meeting.**
- d) To consider a fun day at the cricket ground as proposed by Mark Atkin and to consider the grounds work required to cricket square.

Grounds work to the Cricket square – It was commented that the suggested annual costs in 2023 were £400 and this did not include the petrol. Intensive use would require maintenance costs of £50-£100 a month. Members agreed to review the events over the summer period and to consider future maintenance following the review. In the interim for the fun day, a member of the public offered to mark out the square which members agreed to cover the costs at £100.00.

RESOLVED:

- 6) That the Fun Day is not a Parish Council event and that this is an informal event arranged by the public. The Parish Council agrees to make the toilets available on the day.**
- 7) That the maintenance costs of £100.00 be authorised to cover the costs of the scarifier, fuel and rollers. Mark Atkins to invoice the Parish Council.**
- e) To note that mole activity was reported by the Grass cutting contractor on the 25th June 2024. In consultation with the Chair, Pesttec contractors have been contacted on the 28th June 2024 to undertake a site visit and deal with the moles.

The Chair reported that the contractor had not been to visit and agreed to chase this up.

- f) To note the authorisation of an electrical contractor to undertake an Electrical Installation Condition Testing at the Sports Pavilion in consultation with Council Members and in

accordance with Financial Regulation 4.1. This work is required to be undertaken every five years for commercial premises. The cost was agreed at £280.00 + VAT.
This item was noted by members.

- g) To consider the Electrical Installation Condition Report for the Sports Pavilion and to authorise any additional costs for remedial work (if any). Report to follow. (Document from Chairman enclosed).

The certificate had been received today but was marked as unsatisfactory. The box for 'dwelling' had been ticked. Members agreed that as the building was not commercial or industrial by definition, the 'other' box should have been ticked. A quote for the remedial work was tabled. The completion of this work would enable the council to receive a satisfactory report. The contractor could undertake the work prior to the 19th July.

RESOLVED:

- 8) That the estimate of £415.00 + VAT totalling £498.00 be authorised for Box Electrical Contractors to undertake the remedial work prior to the 19th July 2024 and for a satisfactory report to be issued. (FR 11.1iv applied and costs authorised to meet urgent health and safety requirements).**

E482 CHILDREN'S PLAYGROUND

The copy of the play inspection report dated 12th June 2024 was considered by members. The inspector from Streetscape reported that no major issues were found.

RESOLVED:

- 1) That the Clerk obtains a quote from Streetscape to undertake the minor remedial works identified in the report.**

E483 S106 PROJECTS - FUNDING ALLOCATION AND EXPENDITURE

- a) Creation of a second village hall to be sited adjacent to the playground and playing fields [Planning reference 16/04981/OUT/MAJ]
b) Refurbishment of the Tennis Courts to install a MUGA pitch (document enclosed)

The council noted that the PIDS for the above projects had been submitted to North Yorkshire Council and the feedback received was that the quotations were comprehensive. The issue regarding the procurement of the Tennis Courts to confirm if this needed to be advertised directly by the Parish Council on the Contracts Finder website had been passed over to the North Yorkshire Council Solicitor. The Chair confirmed that in any event, North Yorkshire Council would pay the council the grant who would then be directly responsible for paying the contractor and therefore it was likely that this would have to be advertised on the Contracts Finder website.

RESOLVED:

- 1) That a contract specification for the refurbishment of the Tennis Courts be prepared and advertised on the Contracts Finder Website with a contract value between £55,000 to £65,000. Cllr Sue Reid to register an account on the Contracts Finder website. Councillors to assist with the specification. Quotes to be considered at the September meeting. (FR 11 to be followed).**

E484 Parish Council Insurance

- a) Members noted that the current insurance provider Gallaghers had extended the policy to the 21st July 2024. The council was required to consider the renewal of the annual policy to commence from the 22nd July 2024. A report was circulated with the agenda with a summary of the quotes and copies of the insurance policy schedules, terms and conditions.

	Year 1	3 Year LTA	Comments
1	£1,444.80	Yes (not quoted)	This is including the garages at £18,000
2	£1,482.59	£1,374.66	LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.
3	£ 1,569.96	£ 1,498.10	The LTU can be of benefit to the Council by providing stability. When you commit to insure for three years, the rates will not be changed for three years, subject to the specific exclusions.
4	£ 1,618.12	£ 1,560.18	A 3-year Long Term Undertaking would reduce the annual premium to £ 1,560.18 including insurance premium tax.

RESOLVED:

1) That quotation two provided by Zurich insurance be accepted by the Council on a three-year long-term agreement. Policy commencing from 22nd July 2024.

- b) To receive confirmation if the Parish Council insurance provides cover for injury during sporting matches (eg cricket activity and football matches).

The insurance company had confirmed the existing public liability insurance would provide this type of cover. If an injury was sustained, it would depend on how the injury happened, for example, if someone was hit by a ball, then the insurance would not cover it. However, if someone sustained an injury due to a defect in the ground then this would be covered.

E485

NORTH YORKSHIRE COUNCIL LOCALITY GRANT FUNDING

It was noted that Cllr Brown has agreed that the underspend of £64.39 could be spent rather than returning the funds to North Yorkshire Council. A request has been made for copies of receipts to be sent. Members were requested to consider future projects that could be applied from the Locality funding.

RESOLVED:

1) That the underspend of £64.39 be allocated towards the purchase of the hedgehog boxes.

E486

LEASE WITH THE PARISH COUNCIL AND BOWLS CLUB

A copy of the final lease was received this afternoon. Members did not have time to consider this prior to the meeting due to the timing. The Chair reported that the Plan that the solicitors wanted to use was from the Land Registry, however the playground was on the plan which was not part of the lease. The Solicitors had been requested to remove the playground from the plan. It was reported that the land was not registered with the Land Registry in the name of the Parish Council. The Chair commented that the land registration would not delay the execution of the lease. The Council had copies of the original deeds and paperwork. Members agreed to meet informally to review this paperwork.

RESOLVED:

- 1) That an enquiry is made with the Solicitors to confirm the costs for registering the land with the land registry.**
- 2) That an enquiry is made with a third party to assist with the Land Registration and that a quote be obtained.**

E487

EASEMENT FROM YORKSHIRE WATER

A cheque for £1,071 for the Solicitors time and Clerks time representing the outstanding balance had been received from Yorkshire Water. Locum Clerk to bank the cheque.

E488

Unity Trust Bank

It was unclear if the bank application had been progressed by the previous Clerk.

RESOLVED:

- 1) That the Locum Clerk contacts Unity Trust Bank to reactivate the application to switch banking provider.
- 2) That all Councillors are added as a signatory to the accounts to authorise payments.
- 3) Online and cheque payments to continue with dual authorisation (two councillors to sign cheques and two councillors to authorise online payments).
- 4) That the Clerk/RFO be added as a non-signatory to the accounts and to enable online payments to be set-up only.
- 5) That the Chair and Vice-Chair of the Council be authorised to set-up a payment in the absence of the Clerk/RFO for business continuity purposes.

E489

ASSET MANAGEMENT

a) Members considered the Asset Register and Disposal Policy circulated with the agenda.

RESOLVED:

- 1) That the Asset Register and Disposal Policy (as presented) be formally adopted by the Council.
- b) Members considered the sale of the lawn mower in accordance with the policy requirements. The lawn mower model was 420. A research exercise on potential sale could not be matched against this model. The value on other similar models 320 (2016/2017) was in the region of £2,200 - £6,700.

RESOLVED:

- 2) That an advert for the sale of the lawn mower be prepared and advertised online. Companies to be approached to consider the purchase. Offers to be considered at the council meeting. Cllr Watson to action.

E490

PARISH COUNCIL POSTBOX

Members noted that the post-box had been purchased and installed at the Village hall.

RESOLVED:

- 1) That Councillors Clark and Reid be nominated to check the post-box once a week and any post to be opened and scanned to the Clerk.
**A key was provided to Cllr Clark and Reid at the meeting.*

E491

FINANCIAL MATTERS

a) The payments schedule below was considered by members. An invoice received from YLCA was tabled at the meeting.

**Cllr Dods left the meeting room and returned after this item.*

Chq	Payee	Description	Net	VAT	Total	Budget
100243	Error	Cheque Voided	£0.00	£0.00	£0.00	-
100244	*Eon Next	Electricity Pavilion			£134.96	Pavilion
100245	*Locum Clerk	Cheque bounced 02.07.24 . One signature only. Chq 100246 re-issued.	Redacted	-	-	-
100246	*Locum Clerk	June pay and mileage costs	Redacted	-	-	-
100247	Locum Clerk	Reimbursement (£89.99 - Argos Motorola G13 mobile phone; £4.95 Ebay case+screen protector; £5.00 Asda payg sim and monthly bundle unlimited mins/texts)	£99.94	£0.00	£99.94	IT & Website

100248	HMRC	Q1 - HMRC PAYE	£1,030.59	£0.00	£1,030.59	HMRC PAYE
100249	Eon Next	09.06 - 30.06 - Sports Pavilion Electricity costs	£102.24	£0.00	£102.24	Pavilion
100250	Amazon	Reimbursement to Cllr Watson - Post-box sited at the Village Hall	£98.90	£0.00	£98.90	Misc
100251	Streetscape	Playground annual inspection June 2024	£150.00	£30.00	£180.00	Playground
100252	Angus Dods	Grass cutting June 2024 - £159.09 Cemetery; £440 Village	£599.09	£119.82	£718.91	Grass Cutting
100253	YLCA	Training - Cllr Reid	£70.00	£0.00	£70.00	Training
			£2,150.76	£149.82	£2,435.54	

*Paid in accordance with Financial Regulation 6.6 & 7

Receipts / Income from 30 May 2024 - 02 July 2024

Ref	Customer	Description	Net	VAT	Total	Budget
100035	H A G	Cemetery Income (30.05.24)	£25.00	£0.00	£25.00	Cemetery
100036	G	Cemetery Income (30.05.24)	£150.00	£0.00	£150.00	Cemetery
100037	Chester	Jubilee Coin (30.05.24)	£7.50	£0.00	£7.50	Misc
100038	K S	Pavilion Hire (30.05.24)	£30.00	£0.00	£30.00	Pavilion
100039	Yorkshire Water	90% fee of costs (12.06.24)	£3,015.00	£0.00	£3,015.00	Yorks Water
TFR	Popplewell	May 2024 hire fees - Playing field (Gym Training) (03.06.24)	£100.00	£0.00	£100.00	Pavilion
TFR	HMRC	VAT reclaim - Period 01/02/24 - 30/04/24	£543.15	£0.00	£543.15	VAT Refund
TFR	HMRC	VAT reclaim - Period 01/05/24 - 01/06/24	£108.23	£0.00	£108.23	VAT Refund
TFR	North Yorkshire Council	Grass cutting 24/25 contribution (02/07/24)	£167.04	£0.00	£167.04	NYC - Grass Cutting
Total Receipts			£4,145.92	£0.00	£4,145.92	

RESOLVED:

1) That the payments schedule (as above) be authorised for payment.

b) Bank Reconciliations - The bank reconciliation statements for the period ending 01st May 2024 and 05th June 2024 were prepared by the Locum RFO and circulated to members.

RESOLVED:

2) That Cllr Reid be appointed to verify the bank reconciliation statement (produced by the Locum RFO) against the original bank statement at 01st May 2024 and that Cllr Clark be appointed to verify the bank reconciliation statement at 05th June 2024 in accordance with the requirements of Financial Regulation 2.2.

The bank reconciliation statements were verified by the nominated members at the meeting and copies initialled. No issues were identified.

c) Budget Monitoring Statement – The budget monitoring statement as at 13th June 2024 was circulated to members which included the cashbook balances and a summary of the general and earmarked reserves.

RESOLVED:

3) That the budget monitoring statement as at 13th June 2024 be received and noted.

E492 LOCUM CLERK CORRESPONDENCE REPORT

The Locum Clerk correspondence report was circulated with the agenda. The Chair went through the report and members agreed actions where required.

Facebook Parish Council Page – Cllr Reid reported that this was linked to her personal Facebook page and could not be unlinked and transferred to the Parish Council. A request was made for the Parish Council to set up a new page. Following a discussion, the Locum Clerk offered to investigate the administrator access with Cllr Reid.

RESOLVED:

- 1) That the Locum Clerk Correspondence Report be received, and that the council approves the expenditure for the Clerk to purchase a self-inking personalised accounts authorisation stamp up to the maximum value of £50.00 (excluding VAT).
- 2) That the letter relating to the grass cutting issues be acknowledged. The Council agrees to formulate an action plan to meet Biodiversity Policy requirements. The Council shall continue with its existing grass cutting schedule. The Chairman to formulate a reply to inform the MOP of the outcome from the meeting.
- 3) That the correspondence from North Yorkshire Council relating to the anti-littering campaign be referenced within the letter to be sent to NYC relating to the waste bins.
- 4) That the Planning Correspondence from a member of the Public copied to the Parish Council be noted.
- 5) That the Locum Clerk and Cllr Reid investigate the Parish Council Facebook account access to unlink this from a personal account and to link this directly to the Parish Council email account.

E493

EMPLOYMENT MATTERS

These items were considered under the exclusion of the press and public.

- a) To receive an update on the outstanding holiday and to consider authorisation of payment to a former employee.

The Chair reported that YLCA had not come back with a response for consideration at this meeting.

RESOLVED:

- 1) That Cllr Reid submits the additional question in writing to the Chairman to allow further information to be obtained from SALC (payroll) and that the council awaits the advice from YLCA.
- b) Members ratified the salary payment made to the Locum Clerk/RFO for the period of June. The timesheet was approved by the Chair and processed by SALC payroll in accordance with Financial Regulation 6.6 and 7. Members requested that future timesheets be circulated to all members for information.

RESOLVED:

- 2) That the Locum Clerk/RFO salary payment for the period of June be ratified.

E494

PARISH CLERK RECRUITMENT

This item was considered under the exclusion of the Press and Public. It was reported that one expression of interest had been received and application pack emailed. The closing date was 31st July 2024.

RESOLVED:

- 1) That the Clerk emails members of any applications received for the post of Clerk/RFO and that the next steps be determined at the August Extraordinary meeting.

E495 ITEMS FOR DISCUSSION AT A FUTURE MEETING

The following items were raised by members for inclusion as agenda items at the next Extraordinary meeting to take place in August:

- Approval of the draft minutes from the meeting held on the 11th June 2024
- Lease with the Bowls Club and Land Registration
- Cemetery Topple Testing
- Gym Training Hire Review
- Hire Policy and Booking Form
- Playground maintenance quote
- Update on the Tennis Courts Refurbishment Tender Specification and Publication on the Contracts Finder Website
- Unity Trust Bank Application

E496 DATE OF THE NEXT MEETING

The date of the Ordinary Parish Council meeting scheduled for 10th September 2024 was noted. The Chair agreed to call an Extraordinary meeting to take place in August.

There being no further business, the Chair closed the meeting at 10.22pm.

These draft minutes were approved as a true record of the meeting and signed by the Chair at the meeting held on:

**The copy signed by the Chair to include alterations [if any], recorded in long-hand of the changes agreed by the meeting, with the changes signed and dated. Loose leaf pages to be initialled.*

